YMCA We build strong **PEOPLE** strong **FAMILIES** strong **COMMUNITIES**	**Management Area:** CHILDRENS SERVICES	**Pages:** [07] **Version No:** [02] **Date:** [01/12/2009]
	Sub section (if applicable):	**Signed:**

Policy Title: COMPUTERS AND THE INTERNET	**Author: CHILDCARE TASKFORCE**

1. Scope

1.1. Staff, management, families & children.

2. Policy Statement

2.1. The YMCA aims to provide a procedure for using computers and the internet in our services which is clear and ensures the safety and well being of the children in our care.

3. Related Policies & Procedures/Guidance Notes

3.1. Confidentiality Policy
3.2. Duty of Care
3.3. Photography

4. Responsibilities & Delegations

4.1. The Childcare Taskforce is responsible for the review of this policy.
4.2. The childcare staff & management are responsible for the implementation of this policy.
4.3. The families and children are responsible for the support of this policy.

5. Considerations

5.1. Q& A Principles.
5.2. Customer service.
5.3. OH&S
5.4. Safeguarding children & young people act.

6. Records Maintenance

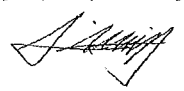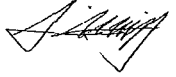6.1. This policy is to be reviewed annually.

Y YMCA We build strong **PEOPLE** strong **FAMILIES** strong **COMMUNITIES**	**Management Area:** CHILDRENS SERVICES	Pages: [07] Version No: [02] Date: [01/12/2009] Signed:
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PROCEDURES

The purpose of Internet access at any YMCA OSHC centre is to support education and enhance student learning by providing access to a wide range of resources and opportunities for collaborative work with other centre's and agencies. Student access to, and use of, the Internet as well as all other computer-related technology, will be supervised.

"Information and Communication Technology (ICT), in all YMCA OSHC centre's, raises questions about the supervision of its use. This technology includes email and access to the internet. The computers and internal network involved are controlled by the organization and management which has the responsibility for issuing clear instructions for their proper use. Without clear instructions, the proper use of email and web browsing may not be clear to children, parents & staff". (P1, Australian Privacy Commission 2001)

The YMCA of Sydney realizes the value of access to the Internet. It also recognizes the potential for misuse. In an effort to prevent misuse, all students in Years 3 – 6 are required to read and sign the YMCA of Sydney Acceptable Use Policy at the beginning of each school year. No student will be allowed to use the Internet at school without a completed Acceptable Use Policy (signed by both the student and his/her parent/guardian). The YMCA of Sydney recognizes that access to all forms of technology is a privilege, which entails responsibility on the part of the user.

The term internet in this document refers to both the World Wide Web (WWW) and the local intranets.
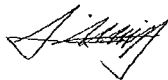Please read the following pages carefully before signing.

1. INTERNET ACCESS

Use of the Internet by students in any YMCA of Sydney OSHC centre is intended for educational & recreational purposes only. Access to the Internet will be used for research, project and learning activities.

Students and their parents will be asked to sign an Agreement on Internet usage prior to the student being allowed access to the Internet. This agreement will aim to ensure that parents and students are aware of their responsibilities with regard to appropriate use of the Internet. It is strongly recommended that this agreement be used by parents as a guide to Internet use for students who have access to the Internet at home.

Student access to the Internet will be supervised to ensure that it is being used appropriately, and to prevent students from accessing inappropriate materials.

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2. ELECTRONIC MAIL

Electronic messages such as e-mail will be approved by OSHC staff before being transmitted by students. Approval does not remove the responsibility from students to use the internet appropriately.

Personal information such as student's full names, home addresses and home telephone numbers will not be sent by e-mail.

E-mail will be used only as a means of exchanging information as an OSHC activity. In sending e-mails, students attending the YMCA of Sydney OSHC programs will always remember that they are representing themselves and the YMCA in a public forum. No e-mail messages will be approved where they may offend others, or where they do not respect the rights and feelings of others.

3. PUBLISHING ON THE INTERNET

Materials published on the Internet by any OSHC centre, will be used to present relevant information about the centre that is of use to children, parents, other YMCA's and the wider community.

No images portraying students of the YMCA OSHC services will be published or transmitted on the Internet unless the parents of students portrayed in that image have signed the 'Publication Consent Form'.

No article, artwork or image will be published by the YMCA or its students without an acknowledgment of the original author/creator.
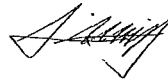
4. IMPLEMENTATION OF POLICY

This policy will be reviewed at the commencement of each year.

Students will sign an Internet Use Code of Conduct form which will be counter-signed by their parents/carer.

Inappropriate use of Internet services may result in the loss of technology privileges. Intentional or repeat breaches will result in more serious consequences as determined by the OSHC Manager.

Not Permitted

1. Any type of vandalism to hardware, software, furniture, etc.

2. Sending inappropriate, obscene, discriminatory, offensive or harassing e-mail.

3. Excessive printing, including printing of large downloaded files.

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4. Visiting chat rooms.

5. Visiting web sites containing inappropriate materials or images.

6. Sharing of individual logons and passwords.

7. Using other people's password and logon.

8. Loading software of any kind, whether from the Internet, floppy disk, CD-Rom, etc.

9. Downloading programs of any kind to the computer's hard drive or a floppy disk.

10. Removing technology hardware or software from the school without permission.

11. Making any purchase via the internet.

12. Staff employing the network for commercial purposes.

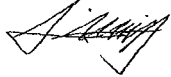13 Trespassing in another's folders work or files.

Consequences

Violation of the above rules will result in one or more of the following consequences:

1. Suspension or loss of Internet privileges.

2. Suspension or loss of all computer privileges.

3. Further disciplinary actions as warranted in specific cases of serious or repetitive infractions as determined by the centre manager

Appeal Process

If parents feel that the child has been unfairly dealt with they can make a formal appeal via the Centre Manager
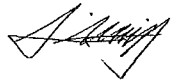
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USING THE INTERNET AT THE YMCA

If I read these pages carefully, and my mother or father or Carer signs the second sheet, I will be allowed to use a computer at my YMCA OSHC centre, to look at the Internet and send messages to people around the world. But I also know that if I do not use the Internet in the right way this may result in me not being allowed to use the Internet again at OSHC and there may be possible further consequences.

I will read the rules for using the Internet that are given below and will ask an adult at my OSHC centre if I do not understand what any of them mean.

- I will be polite to other people when writing to them (or talking with them) while I am on the Internet. I will not use language that my teacher or parent would not want me to use at my centre.
- I will never give my name, my home address, any personal information about me or my family, or my telephone number to anyone I write to or talk with on the Internet.
- I know that my OSHC teachers want me to use the Internet to learn more about the subjects I am studying in my classroom and also to learn more about computers. I will not use the Internet for any other reason.
- I understand that sometimes I may see a site on the Internet that has pictures or words that my teacher or parents would not want me to see. I will not try to find those sites and, if I come across one of them by accident, I will leave the site straight away by using the ALT and F4 keys. For example, suppose I am searching for a type of animal and find a picture that only adult should see. I quickly press the ALT and F4 keys. I will not continue to look at the site with the picture and will not show it to others around me. I also will not print it out or save the picture.
- I will not use other people's logon or passwords, and I will never give my password or logon to another person to use.
- I will show the teacher all email messages before I send them.

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INTERNET USAGE PERMISSION FORM

Student Name: _____   Class:_____

Note: Number 1 is for students in Years 2-6 only

Numbers 2 & 3 are for all students

1. Student's Agreement

I have read the information about my using the internet. YMCA staff and or my parents explained things that I did not understand. I agree to follow the rules at all times when I use the Internet at school.

_____   _____
Signature of Child   Date

2. Parent or Carer

My son or daughter understands the rules (to the best of their ability) that he or she is to follow in using the Internet at the YMCA. I realize that the centre manager and other OSHC teachers will try their best to provide only educationally-sound material from the Internet to my child and that, should objectionable pictures or information appear by accident, they will take immediate action to correct that situation. I give my permission to the YMCA of Sydney OSHC centre for my son or daughter to use the Internet while on YMCA property.

_____   _____
Signature of Parent/Carer   Date

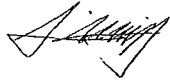## 3. Publication Consent Form

I give permission to have my child photographed/filmed for publication within the YMCA newsletters, Newspaper, external publications, internet site, television news and other associated promotional materials. (Your child's name and other personal details will not be used unless permission is sought beforehand.)

_____   _____
Signature of Parent/Carer   Date

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7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

I endorse the Computers and Internet Policy.

Name: *Maryann Rupnik*
Childrens Services Program Manager

Signature: *Date: 7 December 2009*

Name: *Liam Whitley*
Group Manager

Signature: *Date: 7 December 2009*